



Solicitation Information

October 16, 2015

Addendum #2

RFI #7549906

TITLE: ARRA – Supporting Implementation of Kindergarten Entry Assessment

SUBMISSION DEADLINE: October 30, 2015 AT 11:30 AM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED.

**Gail Walsh
Chief Buyer**

1. Task #4 on the Deliverables Table (page 6 of the RFP) indicates the contractor will need to “Regularly convene groups within and across communities to support knowledge sharing and peer learning communities.” What is the desired frequency of these meetings and will RIDE be providing or securing the meeting space?

The exact frequency will depend on the needs of the participants, but it is anticipated that within-district meetings will occur at least monthly, and cross-district/community meetings will occur quarterly.

2. Page 7 of the RFP states “Budgets should include reasonable compensation for districts and teachers in the form of payments for substitutes and/or stipends for participating teachers required to work beyond their contracted hours.” What rates has RIDE approved or offered in the past for similar professional development participation?

These vary, districts set their own rates. RIDE has approved substitute reimbursement rates in the range of \$70-\$100/day; districts reimburse teachers at rates in the range of approximately \$35-\$40/hour.

3. Page 7 of the RFP states an hourly fee rate structure is allowable ("The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services"), but Appendix A. asks for budget line items and indirect costs. Is an hourly fee rate structure acceptable for this contract?

Yes

4. _____ market based rates are fully loaded including, without limitation, salary, fringe, overhead and profit. Will these types of rates be acceptable?

Yes, please provide the components included in the rates.

5. Can the technical and cost proposals be saved as separate files on the same ± single electronic format?

Yes, but the paper copies need to be separate.

Technical Questions

1. We recognize that the purpose of the procurement is to put in place supports for the implementation of kindergarten early assessment. But it isn't clear whether the districts that will be selected to participate in the work under this procurement are expected to roll-out the KEP at the same time. Please clarify.

It is not an expectation of this project that participating districts or schools will commit to implementing the KEP in the fall of 2017

2. When will the KEP be available for review? What is RIDE's intended timing for piloting the KEP and in general what are the roll-out plans?

Once a vendor has been selected, RIDE will provide access to the KEP, which is still under development. The KEP is currently being piloted and will undergo field testing in Fall 2016. An implementation plan is under development, and roll-out plans will be developed based on information gained through the pilot process.

3. What will the contractor's role be in identifying districts and schools to participate in the projects? Given the tight timelines involved, has RIDE already identified some districts and/or prepared a list of potential districts? Will RIDE work with contractor staff in securing district participation in this project?

RIDE will oversee recruitment and identification of participants.

4. In terms of the MBE requirement, are firms located outside Rhode Island acceptable?

Yes, please ensure they are RI certified MBEs. Visit www.mbe.ri.gov for further information.

5. When the RFP makes reference to contracting with districts, is the expectation that the contractor would contract with districts or would the contract be between RIDE and the districts?

The intent is for the contractor to budget for reasonable compensation for districts and teachers in the form of payments for substitutes and/or stipends for participating teachers required to work beyond their contracted hours. Contracts will most likely not be necessary to reimburse for costs incurred.

6. When the RFP refers to evidence-based transition plans, is the reference limited to the transition between PreK experiences and kindergarten? Or, are there other meanings intended for transition, e.g., transition to new assessments?

Transition between preschool and kindergarten.

7. Has RIDE selected some research-based standardized tools to be used for observing classroom quality or is the contractor responsible for selecting the instruments?

RIDE has not identified a specific tool.

8. We understand that the contractor will provide technical assistance to districts related to observation of quality and coaching, preparing transition plans, and supporting high quality instruction. What is the role of the contractor in developing and/or presenting other types of professional development for district and school staff (e.g., developing/delivering direct training and materials)?

There are no expectations for the vendor to develop/deliver training and materials beyond what is currently in the SOW.

9. In Task #5, there is a reference to ensuring that goals are met...is the reference here to district goals within the two projects?

YES

10. Are there any suggested limitations on the supplemental information that can be appended to the technical proposal either in terms of page limits or the desired types of supplemental information?

No.

11. Is there any flexibility in the overall timeline? Given the time of awarding the contract and then recruiting/contracting with districts (and the challenge for districts of planning meetings/activities in December), it seems like it may be difficult for district work on projects to start in earnest until January. What is RIDE's perspective on the overall timeline?

During the contracting process, RIDE will work with the selected vendor to determine the optimum timeline for this work.

Budget Questions

1. Is there any guidance about the number of districts to plan for in terms of budgeting participation? Should we budget for 5 districts, the suggested minimum?

Yes.

2. Does RIDE have any guidance for an appropriate amount to allocate for district reimbursements?

These vary, districts set their own rates. RIDE has approved substitute reimbursement rates in the range of \$70-\$100, and districts reimburse teachers at rates in the range of approximately \$35-\$40/hour.

3. In the budget, under what budget categories should we place estimated costs for reimbursement to districts and schools?

Teacher stipends and substitute reimbursements must be budgeted for in salary and fringe

Vendor C

1. When is the likely start date (i.e., when is a state purchase order likely to be issued)? This has implications for the duration of the projects.

During the contracting process, RIDE will work with the selected vendor to determine the optimum timeline for this work; however, it most likely won't be until January.

2. Will districts be recruited to participate before or after the start date? Will they be responding to an RFP or recruited in some other fashion?

Districts will be recruited before the start date by RIDE

3. Is there a recommended classroom observation instrument for the kindergarten coaching project (#1)? Should we include the costs of administering an observation tool in our budget?

RIDE has not identified a specific tool but requires that it be research-based, valid and reliable. Costs of administering an observation tool should be included in the budget.

4. Will payments to teachers be directly to individuals or to districts? Districts.

Districts will pay the teachers, vendor will reimburse the districts.

5. Can personnel qualifications and resumes be placed in an appendix?

Yes

Vendor D

1. Is Education Development Corp (EDC) eligible to bid on this solicitation?

Yes

2. Under ScopeofWork (page 5, 1st paragraph), the RFP states, "Participating districts and/or schools will be able to choose which component they would like to focus on" Please clarify which *components* you are referring to.

"components" refers to either 1. improving K classroom quality or 2. developing and implementing transition plans.

3. Is the Cost Proposal portion of the response included in the allotted 10-20 page length? **No**

Vendor E

- What assessment system will the state utilize as part of the Kindergarten Entry Profile?

The KEP is currently being piloted and will undergo field testing in Fall 2016.

- How does the state define "district" and "community"?

While an entire district may choose to participate (i.e., all schools and teachers), this opportunity is also available to individual schools within a district that would like to collaborate with local child care centers to improve transition practices (i.e., communities).

- Knowing that districts use different rates for stipends and substitute reimbursement, what is the standard average rate for vendors to use in their cost proposals for both stipends and substitutes?

These vary, districts set their own rates. RIDE has approved substitute reimbursement rates in the range of \$70-\$100, and districts reimburse teachers at rates in the range of approximately \$35-\$40/hour.

- May we provide the resumes for key personnel as an appendix that doesn't count towards the page limit?

Yes.